

Date: January 22, 2016

To: Authorized & Secondary Representatives of the Child and Adult Care Food Program (CACFP), CCI, AR and ES

From: Community Nutrition Team

Subject: CACFP Guidance Memorandums Updates for CCI, AR and ES

This is an important notice to inform you that many of the CACFP Guidance Memorandums for Group Child Care; At-Risk Afterschool Programs; and Emergency Shelters have now been updated, including the Index of State Agency CACFP Guidance Memorandums page.

Please download the Summary of Changes Letter, and carefully review the changes that are now in effect. http://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/covermemo_ccc.pdf

All of the content changes within the guidance memorandums are highlighted in yellow.

The Guidance Memos serve to explain the CACFP requirements and to provide instructions and forms for meeting these requirements.

Access all Guidance Memos at:

<http://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>

Then, select the applicable Guidance Memo web link(s); there are now separate websites for each CACFP component. Take note that the content within the Guidance Memos posted on the websites for each of the components - Child Care, At-Risk Afterschool Programs, and Emergency Shelters - are currently the same.

→ We advise bookmarking the Guidance Memo website for quick and easy access. If your agency prints hard copies, please **discard the outdated Guidance Memos and replace them with copies of the most current revisions.**

Per your agency's signed and approved CACFP Permanent Agreement (PI-1486-AP) with the Wisconsin Department of Public Instruction (DPI), your agency has agreed to meet the CACFP requirements, as instructed within the Guidance Memos and corresponding webcast trainings, in exchange for receiving federal funds. Failure to meet these requirements can result in fiscal sanctions and, if severe and/or purposefully negligent, can ultimately result in termination from the CACFP.

→ **It is imperative that you as the authorized representative take the following steps in order to remain compliant with the CACFP requirements:**

- Carefully review the most current Guidance Memos and required changes;
- Disseminate the updated information, instructions, and forms to pertinent staff; and
- Establish and implement procedures for effectively transferring this information to new staff when turnover occurs within your agency.

If you have any questions, please contact your assigned Nutrition Program Consultant.
[Nutrition Program Consultant Directory](#)

Thank you,

Community Nutrition Team
Wisconsin Department of Public Instruction

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